



April 11, 2013

## JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

**CLASSIFICATION:** RESEARCH ANALYST I

**TENURE/TIME BASE:** PERMANENT FULL TIME

**BUREAU:** CALIFORNIA RESEARCH BUREAU

**MONTHLY SALARY:** RA I - \$3106 - \$4670

**SUMMARY:** The Research Bureau was created in 1991 within the California State Library to provide policy research, analysis, and information services that are timely, objective, nonpartisan and confidential. The Bureau's staff responds to and anticipates issues which are subject to legislative resolution, and address policy issues of statewide importance in an interdisciplinary, integrative manner. The Research Bureau works exclusively and directly for members and committees of the California Legislature, and for the Governor's Office and other elected state Constitutional officials, in support of their responsibilities in proposing and evaluating legislation and public policy.

### **DUTIES:**

The Research Analyst I position in the Bureau requires the services of highly skilled and motivated individuals who are responsible for contributing to complex research projects and activities under close general supervision.

Research. Under the close general guidance of an Assistant Director of the Bureau,

- Independently, or as a member of an interdisciplinary team under the leadership of a Research Program Specialist II, collects and analyzes data, organizes and analyzes research literature pertaining to various policy issues, and presents the results in both written and oral formats.
- Reads, understands, and is able to apply large amounts of relevant research.
- Uses microcomputer software to carry out statistical and/or quantitative research.
- Evaluates the accuracy and validity of statistical data and analyses.
- Interprets qualitative and quantitative information within a public policy context.

Organize, Present & Respond. Under the close general guidance of an Assistant Director of the Bureau,

- Prepares and makes formal presentations based on research.
- Writes correspondence in response to requests from public officials.
- Prepares CRB research publications.

- Participates in collaborative projects and project management efforts with CRB and CSL staff members.
- Other duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

- Ability to work successfully with high-level officials of the executive and legislative branches.
- Interest in the process of formulating public policy.
- Ability to communicate effectively both orally and in writing.
- Ability and experience handling multiple, simultaneous projects with varying deadlines.
- Ability to act independently and show initiative.
- Ability to respond flexibly to changing assignments in a high-pressure environment.
- Ability to conduct research in a stressful, high visibility environment.
- Ability to accept and provide appropriate criticism.
- Ability to produce written material.
- Ability to communicate orally.
- Ability to work overtime as needed.
- Ability to travel and attend meetings at short notice.

### **KNOWLEDGE AND EXPERIENCE:**

- Ability to interact discretely and professionally with elected officials and their staff.
- Knowledge of research methods and techniques, including development and application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques and operations research methods.
- Experienced writing about research findings and work for technical and non-technical audiences.
- Experienced with desktop publishing software and practices.
- Experienced using personal computers and software packages.
- Ability to evaluate situations effectively and take appropriate action.

### **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the application drop box located at: Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until April 25, 2013. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

**EQUAL OPPORTUNITY EMPLOYER**